

LETTER OF INTENT
STATE OF RHODE ISLAND
BOARD OF EXAMINERS OF LANDSCAPE ARCHITECTS

CANDIDATE'S NAME: _____

SECTION _____

(A separate form must be completed for each section failed)

Candidates requesting to retake the exam, or a portion of it, **after the third attempt**, must show written evidence of education or experience subsequent to the last examination in accordance with one of the following criteria.

Section A, B, D - Notice of intent and arrangements for satisfying the education requirement must be submitted to the Board for approval **prior** to registration with CLARB to retake failed section(s).

Section C, E, RI State Exam - Letter of Intent must accompany your request to retake for Sections C, E & the RI Exam.

(Minimum of 12 hours direct contact per section with a written evaluation from tutor.)

Proof of compliance from the instructor or tutor must be received in this office prior to CLARB's registration deadline date for **Sections A, B and D.**

Proof of compliance from the instructor or tutor must be received in this office prior June 1, 2006 for the June 12-13, 2006 test administration for **Sections C, E and the RI State Exam.**

- 1) Additional course work at an institution accepted by the Board. One semester course.
(Please describe course in detail and list instructor's name and address)

Instructor:	Name	Address	City	State	Zip
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- 2) Tutoring with a qualified tutor. (Please describe tutorial in detail and list tutor's name and address)

Tutor:	Name	LA#	Address	City	State	Zip
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- 3) Job responsibility change under the employ or supervision of a registered landscape architect. (The applicant must present evidence in the form of a letter from the employer or supervisor a minimum of two(2) weeks before being admitted to the exam. The change in responsibility must include a minimum of four (4) months of experience, since last taking the exam, in tasks related to the subject matter of the failed section(s).)

Name of Employer/Supervisor	Address	City	State	Zip
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